

Book	Policy Manual
Section	Section 200 - Administration
Title	Specifications For Educational Assistants
Code	Article 213
Status	Active

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Post high school course work in childcare, child development course work; and or significant instruction/experience with like aged children is preferred.
3. Ability to communicate effectively, both orally and in writing.
4. Computer, telephone and organizational skills.
5. Special education educational assistants shall be certified by the Wisconsin Department of Public Instruction for the position.
6. Meet the requirements of a highly qualified educational assistant as defined and required by district and state definitions.
7. CPR/First Aid certified (preferred).
8. Additional training may be required depending on position provided by the district.

REPORTS TO:

Building educational assistants should communicate problems or concerns with the teacher or team/unit leader to whom they are assigned. If it is not resolved, then to the building principal, and if still not resolved, with the District Superintendent.

Educational assistants assigned to special education programs, in the event of a problem or concern, should first communicate with the special education teacher to whom they are assigned. If it is not resolved then to the building principal, followed by the Director of Pupil Services and then the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Building Administrator. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. Creates and maintains a positive learning environment by relating and working effectively with children.
2. Creates and maintains a positive, professional relationship with educators, administration, parents and community members.
3. To assist in the achievement of a deeply held partnership with the community that actively supports parent, students and families.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

1. Assist the teacher(s) in preparation of assignments, including homework

2. Monitor student academic and behavioral progress
3. Effectively maintain accurate and complete records as assigned by teachers or administrators
4. Communicate the needs of students to teachers and administrators
5. Assist in lunchroom, hallway, playground, and bus supervision
6. Assist the teacher by accompanying class or group of students on field trips
7. Being an active member in monitoring and implementing building, classroom, and individual behavior policies and plans
8. Diapering, toileting, student transferring, feeding of students may be required
9. Perform head lice checks on students
10. Treat student and personnel information as confidential
11. Demonstrate flexibility and willingness to change to the demands of the job to meet the needs of the students
12. Participate in CPI non-violent crisis intervention training
13. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
14. Other similar duties as assigned by teacher or building principal.

SCREENING OF APPLICATIONS:

The Building Administrator will review applications and chose qualified applicants for interviews.

SELECTION:

1. Building Administrator will choose an interview committee.
2. Interviews will include a set of printed questions, identical to be asked of each candidate.
3. Each interview committee member will rate the answer to each question 1-5 so a numbered score for each question, and total for each candidate can be used to rank candidates.
4. The Sparta School District Educational Assistant technical skills assessment will be given to each candidate.
5. Reference checks will be conducted on the most viable candidates.

Cross Reference: Sparta Area School District Educational Assistant Evaluation (form)

Educational Assistant Guided Improvement Plan (form)

Approved: April 19, 2005

Revised April 27, 2010